



Division of Building Services Egress Window Permit

Applicant Please Complete Items 1-9 (Staff may need to help answer some of the questions)

1. _____ 2. _____
Address (where the egress window will be installed) Legal Description of Property (Lot, Block, Subdivision)
3. _____
Owner of Record (of property) Mailing Address, City, State, Zip Phone
4. _____
General Contractor Mailing Address, City, State, Zip Phone Registration #

5. CHECKLIST –ALL QUESTIONS MUST BE ANSWERED – SEE STAFF FOR ASSISTANCE

Flood Plain / Flood Fringe YES NO Base Flood Elevation (BFE) _____	Was home constructed prior to 1978? YES NO If yes, PRE applies--forms required to be submitted by contractor:	
Location of Egress Window (side, rear, front) _____	CRN copy rec'd _____	LPN Affidavit rec'd _____
Location and Size of Easements _____		

6. Applicant's Name _____ 7. Phone Number _____ 8. Applicant Represents: _____

Applicant Please Read

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

9. Signature of Applicant: _____ Date: _____

..... **Staff use only**

- Application Accepted By: _____ Date: _____ Permit Number _____
(Staff Signature)

General Requirements/Conditions for Egress Window Permit:

1. Deviation from the approved site plan/building plan is prohibited without prior written approval by the Building Official.
2. Note the smoke detector letter attached to this permit.
3. A separate building permit is required prior to finishing the basement
4. Provide a permanent ladder if window well is more than 44" deep. Provide at least a 36"X36" space for vertical access.
5. Egress windows installed in buildings in the flood plain shall have the top of the window well elevated above the base flood elevation. An elevation certificate shall be submitted prior to the final inspection.
6. A final inspection is required. The person performing the work shall request/schedule this inspection.

Other condition(s):

- Approved By: _____ Date: _____ Permit Fee: _____ Receipt # _____ Date Issued: _____
(Staff Signature)

A copy of this form will serve as your permit to do the work as described above.

Keep this permit readily available for the inspector to sign at time of final inspection and then keep in your permanent records

- Final Inspection Date: _____ Inspector's Signature _____
(Inspector: Do not sign unless inspection results in an approval of all issues related to the installation of this egress window) - BLF - 035.2 Rev. 06-06